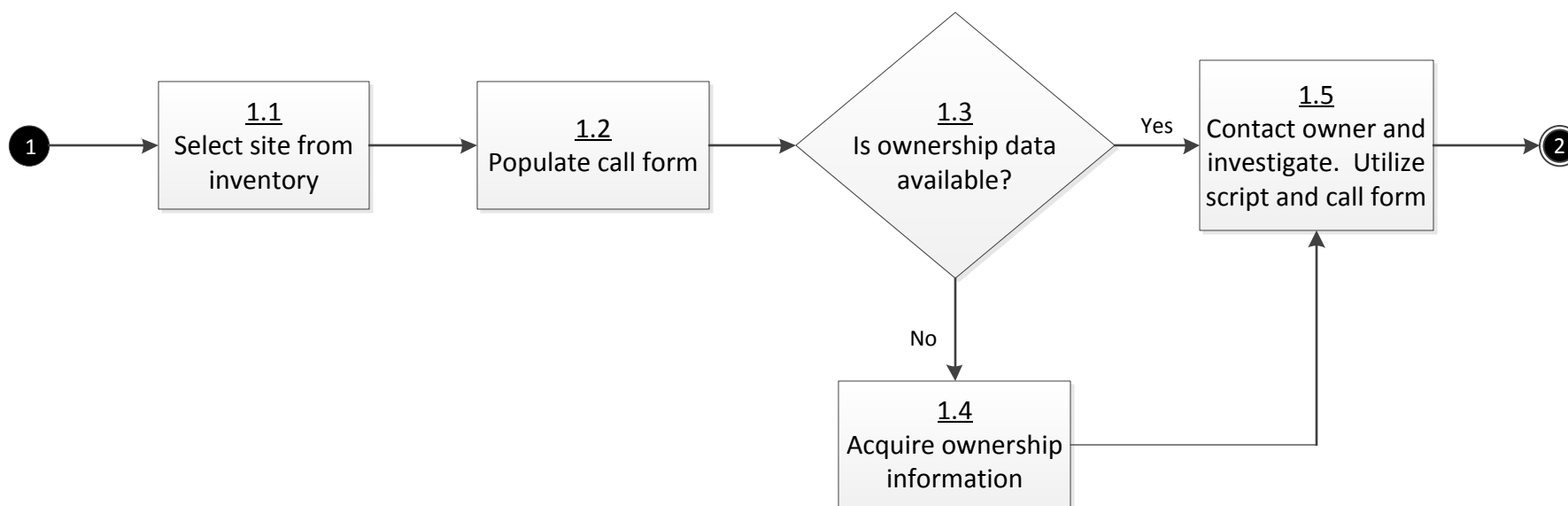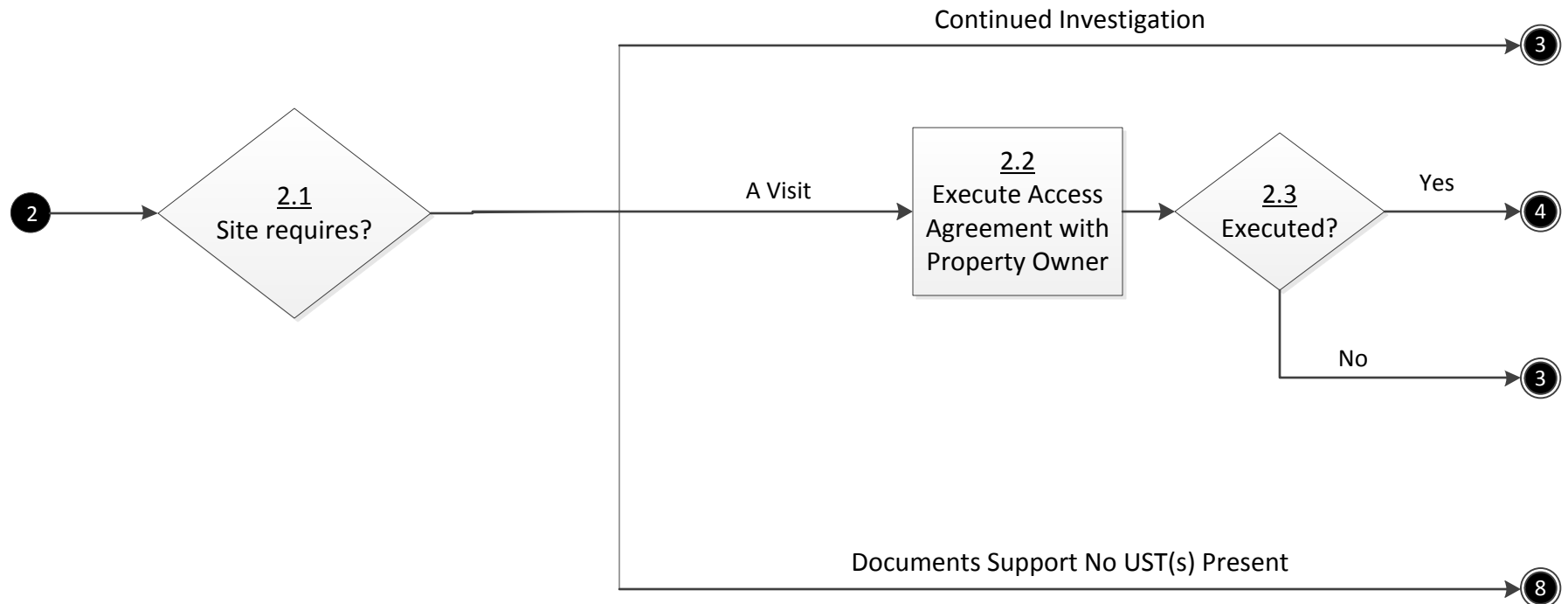# Step1 – Initial Investigation

Leaking Underground Storage Tank Trust Fund Assistance Award Funded Under The American
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1
→
1.1
Select site from inventory
→
1.2
Populate call form
→
1.3
Is ownership data available?
—Yes→
1.5
Contact owner and investigate. Utilize script and call form
→ **2**

No ↓

1.4
Acquire ownership information
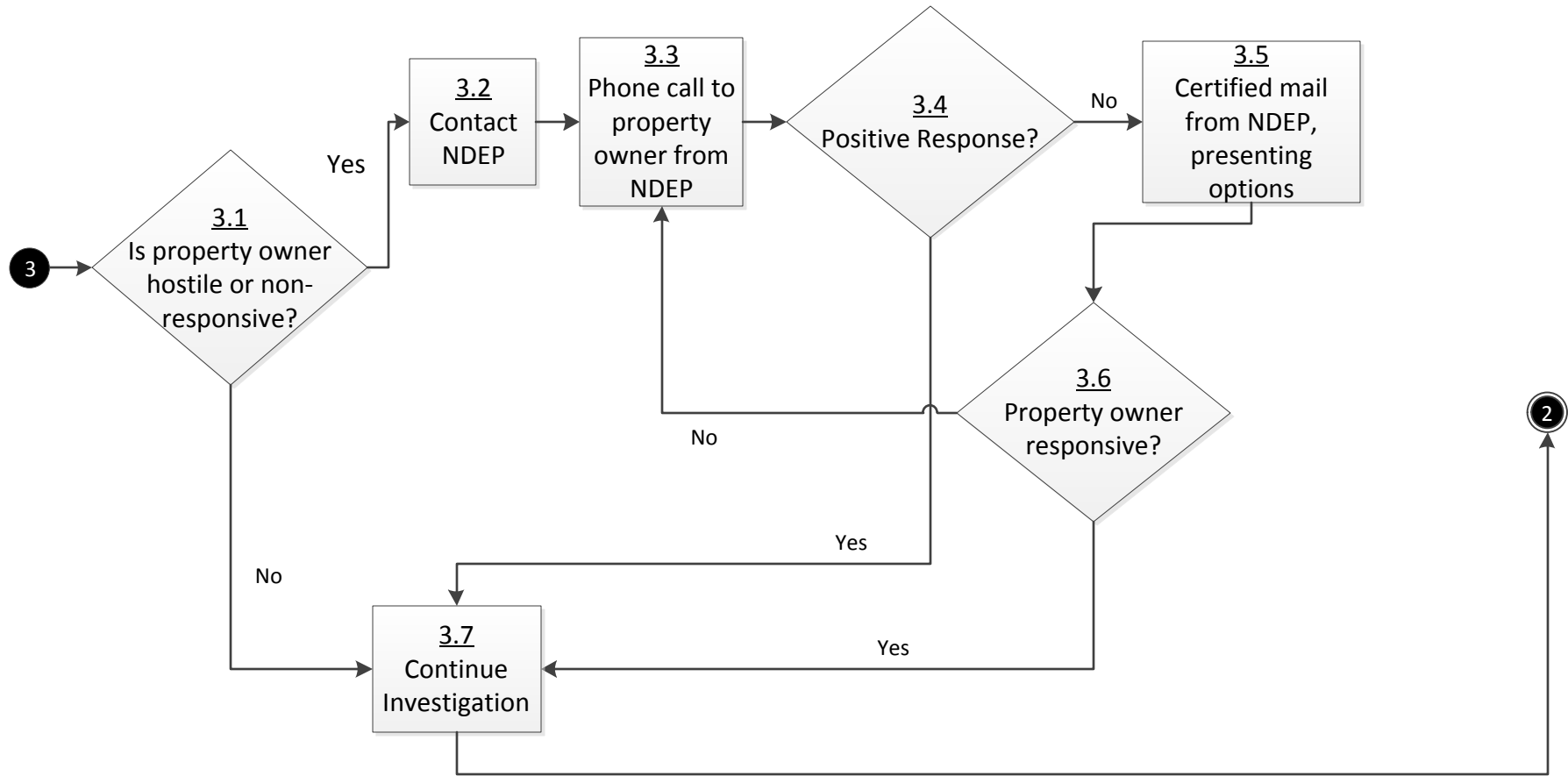
Step2 – Site Classification

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Continued Investigation ③

② → **2.1**
Site requires? → A Visit → **2.2**
Execute Access
Agreement with
Property Owner → **2.3**
Executed? → Yes → ④

No → ③

Documents Support No UST(s) Present ⑧

Step3 – Continued Investigation

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3

3.1
Is property owner hostile or non-responsive?

Yes →

3.2
Contact NDEP

3.3
Phone call to property owner from NDEP

3.4
Positive Response?

No →

3.5
Certified mail from NDEP, presenting options

No (from 3.4)

3.6
Property owner responsive?

Yes →

3.7
Continue Investigation

No (from 3.1)

Yes (from 3.6)

2

Step4 – Preparation for Site Visit

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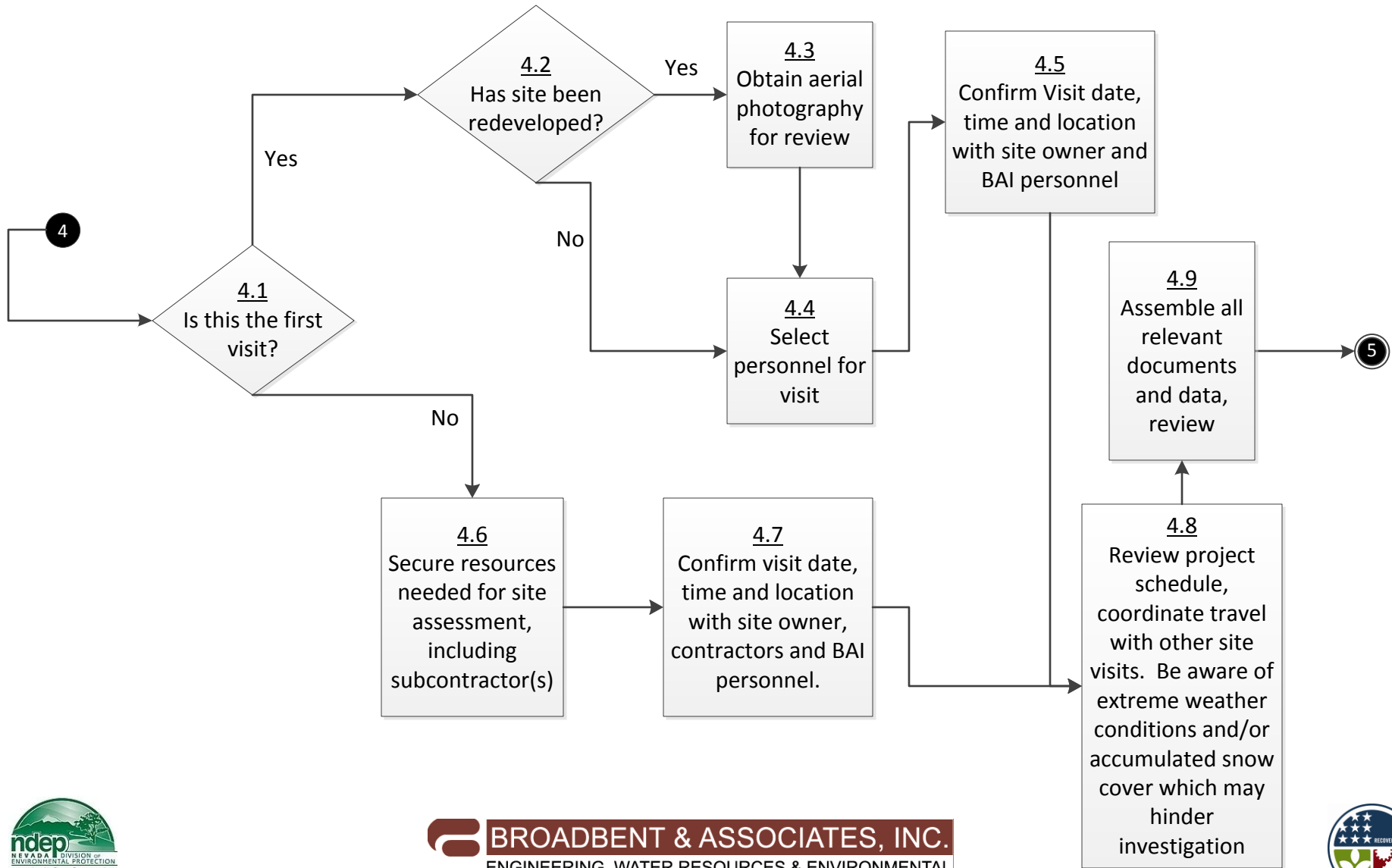Reinvestment & Recovery Act (ARRA) 2009 – Phase 2

4

4.1
Is this the first visit?

Yes →

4.2
Has site been redeveloped?

Yes →

4.3
Obtain aerial photography for review

No ↓

4.4
Select personnel for visit

4.5
Confirm Visit date, time and location with site owner and BAI personnel

4.9
Assemble all relevant documents and data, review

→ **5**

No ↓

4.6
Secure resources needed for site assessment, including subcontractor(s)

→ **4.7**
Confirm visit date, time and location with site owner, contractors and BAI personnel.

4.8
Review project schedule, coordinate travel with other site visits. Be aware of extreme weather conditions and/or accumulated snow cover which may hinder investigation

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Step5 – Site Visit

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Reinvestment & Recovery Act (ARRA) 2009 – Phase 2

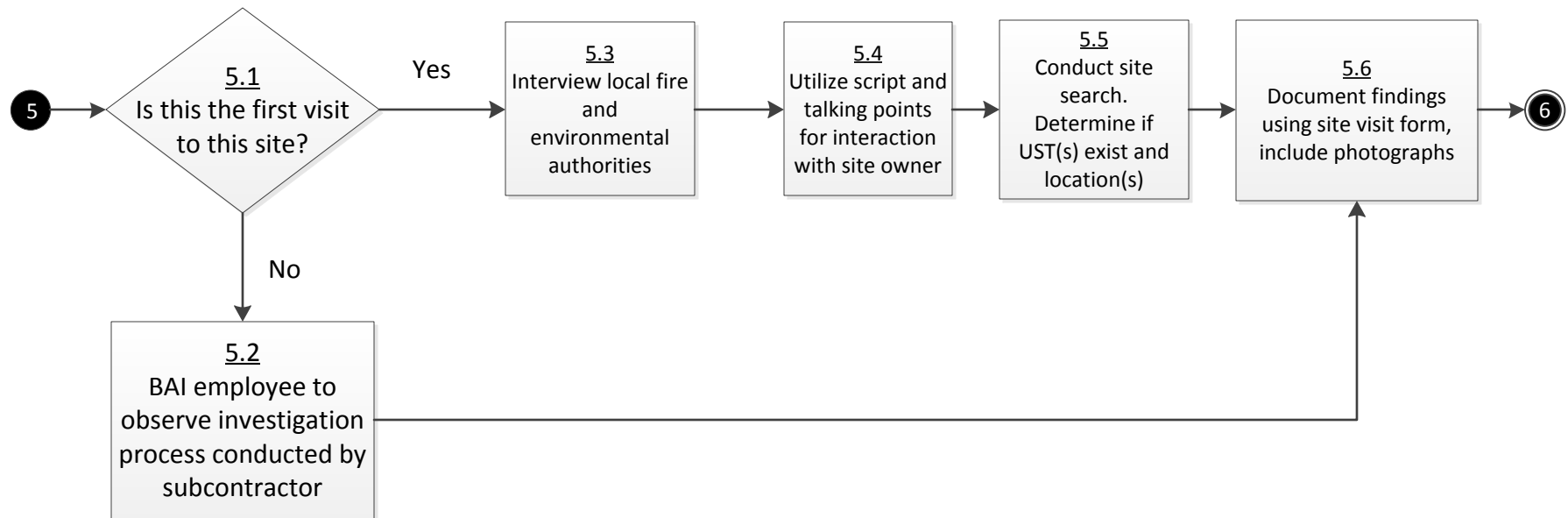**5** → **5.1** Is this the first visit to this site?

— Yes → **5.3** Interview local fire and environmental authorities → **5.4** Utilize script and talking points for interaction with site owner → **5.5** Conduct site search. Determine if UST(s) exist and location(s) → **5.6** Document findings using site visit form, include photographs → **6**

— No → **5.2** BAI employee to observe investigation process conducted by subcontractor → (to 5.6)

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Step6 – Review and Additional Work

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Step7 – Urgent Call to Action

Leaking Underground Storage Tank Trust Fund Assistance Award Funded Under The American
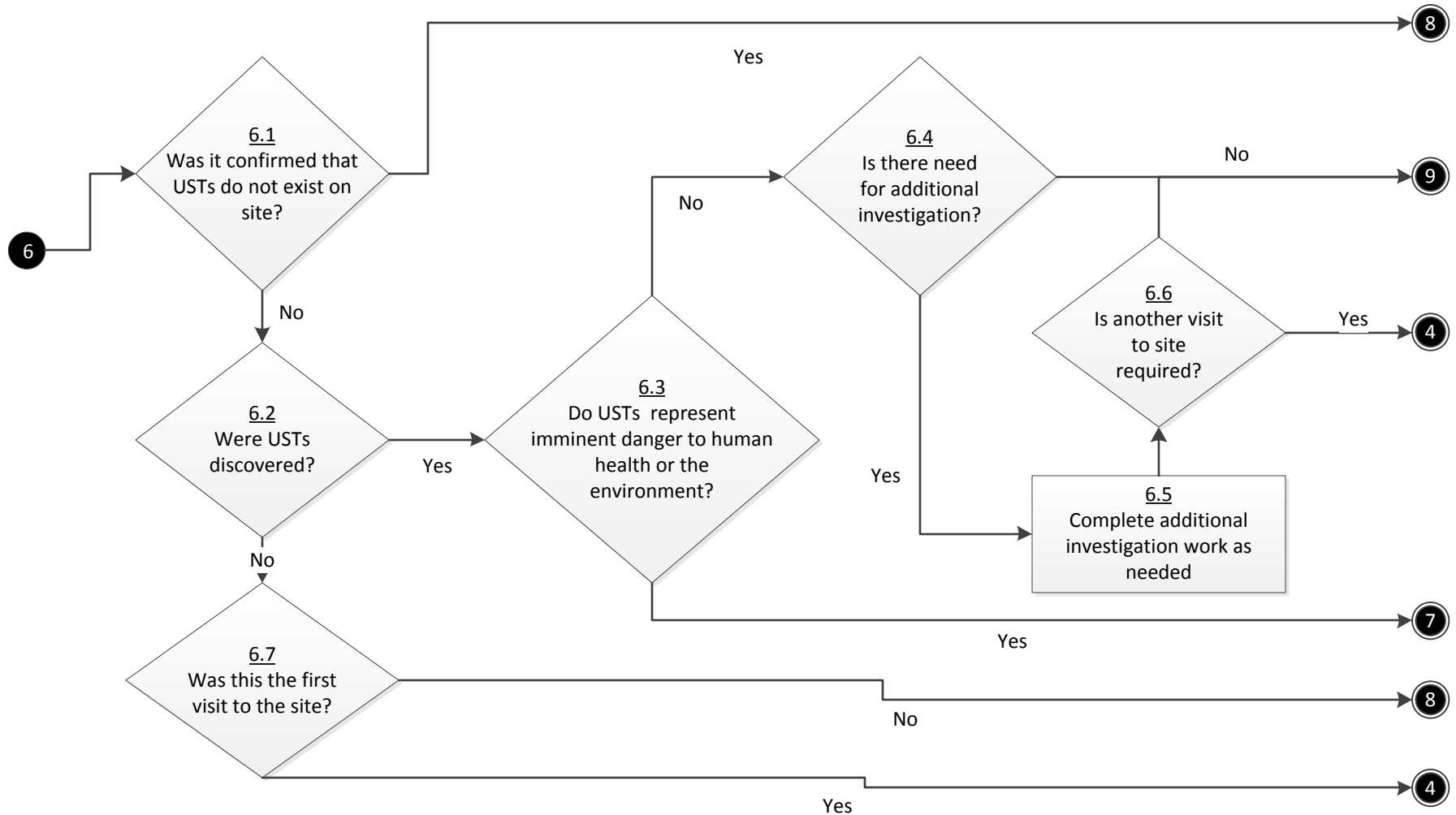Reinvestment & Recovery Act (ARRA) 2009 – Phase 2

7 ──────────────────────────►

> **7.1**
> Call to action, consult
> High Priority UST
> Taskforce

Step8 – Remove Site from Database

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8 →

8.1
Remove site from database

→ **10**

Step9- Database Update & Site Rescoring

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Reinvestment & Recovery Act (ARRA) 2009 – Phase 2

9 ──────────────────────→ **9.1**
Utilize data gathered
during investigation to
update
site within database ──────→ **9.2**
Rescore site
in database ──────────────→ 10

Step10 - Closure

Leaking Underground Storage Tank Trust Fund Assistance Award Funded Under The American
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```
                                    No UST(s), site eliminated          ┌─────────────────────┐
                                    from database                       │        10.2         │
                                                                        │   Correspondence    │
                                                                        │  explaining removal │
                                                                        │      from list      │
            ┌─────────┐                                                 └─────────────────────┘
    ●──────▶│  10.1   │───────────────────────────────────────────────────────────────────────────▶ ● Phase 3
   10       │  Site   │
            │ status? │
            └─────────┘            Orphaned UST(s)                      ┌─────────────────────┐
                                                                        │        10.3         │
                                                                        │   Correspondence    │
                                                                        │ explaining candidacy│
                                                                        │     for Phase 3     │
                                                                        └─────────────────────┘

                                    Abandoned UST(s)                    ┌─────────────────────┐
                                                                        │        10.4         │
                                                                        │   Correspondence    │
                                                                        │ explaining potential│
                                                                        │ status as responsible│
                                                                        │        party        │
                                                                        └─────────────────────┘
```
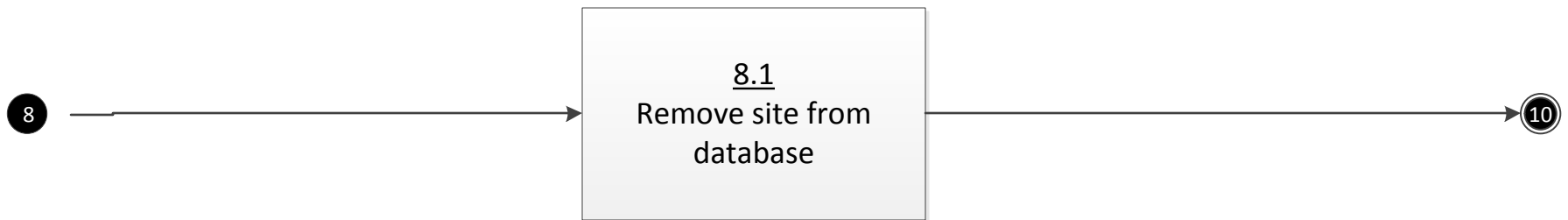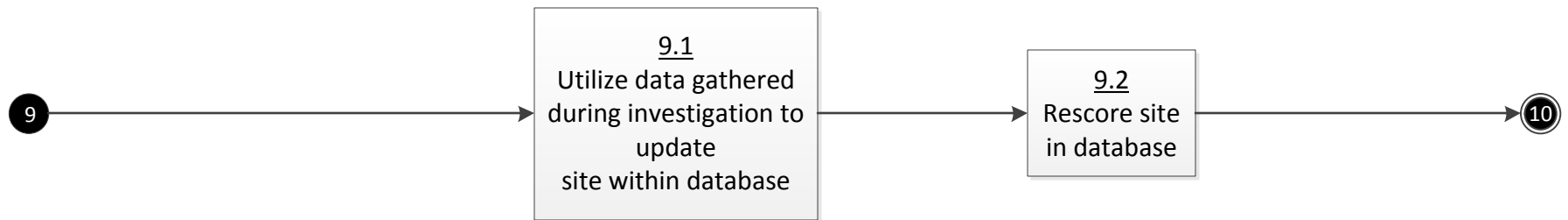
10 → 10.1 Site status?
- No UST(s), site eliminated from database → 10.2 Correspondence explaining removal from list
- Orphaned UST(s) → 10.3 Correspondence explaining candidacy for Phase 3
- Abandoned UST(s) → 10.4 Correspondence explaining potential status as responsible party

10.2 and 10.3 → Phase 3